

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

FROM :

SUBJECT: Weekly Report 29 May - 5 June 1952

DATE: 6 June 1952

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~~CONFIDENTIAL~~

1. On Tuesday I held a staff meeting at  to brief myself on problems arising as the program gets under way and to iron out inevitable wrinkles.

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2. On Wednesday  and I met with  all of "I" Building Personnel -- in an effort to clarify procedures. It was not a great surprise to find that none of them was aware of the new procedures as set up at a meeting in April or May, and their feeling was that beginning these operations on a verbal directive was inadvisable and they would wait for the written instructions before putting these procedures in effect. They were not in agreement with the standards of 40 wpm in typing and 80 wpm in shorthand as set up by the committee, and felt that despite our effort to hold to the Civil Service requirement, we might have to relax that standard in order to procure the great number of clerical employees they need. My feeling was that, psychologically, this meeting before the appearance of the directive would prove an advantage.

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3. Planning on paper for the hoped-for Clerical Orientation for cleared employees has filled a great many hours. Since this will involve changes in the courses at D Street, we have had to work on both programs simultaneously. Our chief concerns now are a) to find space, b) to secure personnel, c) to map out the course content.

4.  arranged for the clerical instructors and me to see a movie on Thursday relative to new visual aids in a training program. We also saw the exhibit of some of the aids available in TRS.

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